

July 22, 2008

TO: ALL OFFERORS

FROM: VICKI L. MACKLIN
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: **GSS-MU-08-566-VM**
COURIER SERVICES

ADDENDUM #2

This is to advise all offerors that the Bid Opening date has been extended until August 12, 2008 at 1:00 p.m. EDT.

Under the Scope of Work #6, Item C should also include the Sussex County Delivery System.

This Addendum also supplies additional information regarding the pick up and drop off locations for each agency below:

Division of Motor Vehicle

1). Pick up @ 2:00 PM (every other Thursday) @ State of Delaware, Division of Motor Vehicles, 303 Transportation Circle, Director's Office, Dover, DE, three Payroll envelopes for delivery before 12:00 PM (Friday) @ Delaware Division of Motor Vehicles, Route #113 & South Bedford Street, Georgetown, DE; Delaware Division of Motor Vehicles, Airport & Churchmans Road, New Castle, DE & Delaware Division of Motor Vehicles, 2230 Hessler Boulevard, New Castle, DE.

Division of Revenue

2). Pick up @ 6:45 AM (Monday through Friday) @ Rodney Square Post Office, 500 Delaware Avenue, Wilmington, DE of 25-50 trays of US Mail January through February; 150-225 trays of US Mail March Through April 15th; 25-50 trays April 16th through December 31st for delivery to Delaware Division of Revenue, 820 North French Street, 9th Floor, Wilmington, DE by 7:00 AM. Pick up @ 2:30 PM (Monday through Friday) @ Delaware Division Of Revenue, 820 North French Street, Cashier's Office, 9th Floor, Wilmington, DE 1-2 boxes for delivery to Citizens Bank, 801 Market Street, 12th Floor, Philadelphia, PA by 4:00 PM

Division of Support Operations

3). Pick up @ 6:00 AM (Monday through Friday) @ Rodney Square Post Office, 500 Delaware Avenue, Wilmington, DE of 4-6 tubs of US Mail for delivery to State of Delaware, Division of Support Operations, 4th Floor, Wilmington, DE by 6:15 AM.

Department of Natural Resources

4). Pick up @ 9:30 AM (Monday through Friday) @ State of Delaware Department of Natural resources, 391 Lukens Drive, River Edge Industrial Park, New Castle, DE of 1-2 bags & 1-2 boxes; Pick Up @ 10:30 AM (Monday through Friday) @ State of Delaware Department of Natural Resources, 715 Grantham Lane, New Castle, DE of 1-2 bags & 1-2 boxes for delivery by 2:30 PM (Monday Through Friday) @ State of Delaware, Department of Natural Resources, 30 South American Avenue, Dover, DE.

Delaware Division of Libraries

5). Pick up @ 8:00 AM (Monday through Friday) @ Delaware Division of Libraries, 43 South DuPont Highway, Dover, DE of boxes, envelopes, Totes & Payroll between 50-200# for **drop off & pick up** per locations below:

- Bear Library, 101 Governor's Square Shopping Center, Bear, DE
- Tech Services, 101 Governor's Square Shopping Center, Bear, DE
- Delaware Academy of Medicine, 4765 Ogletown Stanton Road,
- Suite L10, Christiana Hospital, Newark, DE (**Monday & Thursday**)
- Delaware Technical & Community College, 400 Christiana Stanton Road, Stanton Campus, Newark, DE
- Delaware Technical & Community College, 333 Shipley Street, Wilmington, DE
- Delaware Technical & Community College, 100 Campus Drive, Terry Campus, Dover, DE
- Delaware Technical & Community College, Route #18, Owens Campus, Georgetown, DE
- Goldey Beacon College Library, 4701 Limestone Road, Wilmington, DE (**Tuesday & Thursday**)
- Kent County Department of Libraries, 2319 S. DuPont Highway, Dover, DE
- University of Delaware, Morris Library, S. College Avenue, Newark, DE
- Widener College of Law, Law Library, Delaware Campus, 4601 Concord Pike, Wilmington, DE (**Monday & Thursday**)
- Wilmington College Library, 320 DuPont Highway, New Castle, DE (**Tuesday & Thursday**)
- Sussex Technical High School, 17099 County Seat Highway, Georgetown, DE (**Monday through Friday during school year, once per week during any spring breaks, Christmas breaks, Summer etc.**)
- Sussex County Department of Libraries, 22215 DuPont Blvd., Georgetown, DE
- Delaware Division of Substance Abuse & Mental Health Library, Administrative Building, Herman Holloway Campus, 1901 N. DuPont Highway, New Castle, DE (**Once Per Week on Tuesday**)
- Delmarva Christian High School, 21150 Airport Road, Georgetown, DE during school year 2 x per week (**Monday & Thursday**)
- All Returns from the above to be delivered to Delaware Division of Libraries, 43 South DuPont Highway, Dover, DE by 4:00 PM.

Sussex County Department of Libraries

Pick up @ 8:00 AM (Monday through Friday) @ Sussex County Department of Libraries, 22215 DuPont Blvd., Georgetown, DE (This site receives a twice per day service AM & PM total of 10 services per week) of boxes, envelopes, totes & Payroll between 50-600# for **drop off & pick up** per locations below:

- Georgetown Public Library, 10 W. Pine Street, Georgetown, DE
 - Millsboro Public Library, 217 W. State Street, Millsboro, DE
 - Frankford Public Library, 8 Main Street, Frankford, DE
 - Selbyville Public Library, 11 Main & McCabe Street, Selbyville, DE
 - South Coastal Public Library, 43 Kent Avenue, Bethany Beach, DE
 - Rehoboth Beach Public Library, 226 Rehoboth Avenue, Rehoboth Beach, DE
 - Lewes Public Library, 111 Adams Avenue, Lewes, DE
 - Milton Public Library, 121 Union Street, Milton, DE
 - Greenwood Public Library, 100 Mill Street, Greenwood, DE
 - Bridgeville Public Library, 210 Market Street, Bridgeville, DE
 - Seaford Public Library, 402 N. Porter Street, Seaford, DE
 - Laurel Public Library, 101 E. Fourth Street, Laurel, DE
 - Delmar Public Library, 101 N. Bi-State Blvd., Delmar, DE
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- All Returns from the above to be delivered to Sussex County Department of Libraries, 22215 DuPont Blvd., Georgetown, DE by 4:00 PM

Department of Labor-Division of Industrial Affairs

6). Pick up 8:00 AM (Tuesday & Thursday) @ Department of Labor, Division of Industrial Affairs, 4425 N. Market Street, 3rd Floor, Wilmington, DE of envelopes & boxes for drop off by 3:45 PM (Tuesday & Thursday) @ Department of Labor, Division of Industrial Affairs, 13 S.W. Front Street, Milford, DE

Pick up @ 3:45 PM (Tuesday & Thursday) @ Department of Labor, Division of Industrial Affairs, 13 S.W. Front Street, Milford, DE for drop off by 8:00 AM (Wednesday & Friday) @ Department of Labor, Division of Industrial Affairs, 4425 N. Market Street, 3rd Floor, Wilmington, DE

Department of Natural Resources Air & Waste Management

7). Pick up after 12:00 PM (Monday through Friday) @ Department of Natural Resources, 100 Penny Lane, Dover, DE of boxes & envelopes for drop off by 2:30 PM @ Department of Natural resources, 30 South American Avenue, Dover, DE.